

Indiana State Contracting Opportunities

A guide to successful participation
in the process



Methods of Solicitation

- Request for Quotation (RFQ)
- Quantity Purchase Agreement (QPA)
- Invitation to Bid (BID)
- Request for Service (RFS)
- Request for Proposal (RFP)





Requests for Quotation

- For goods & general services
- Under \$2500.00
 - Bidders contacted by phone or in writing.
 - At least 3 Vendors must be contacted
- \$2500.00 - \$75,000.00
 - Agency determines need and writes specifications
 - Sends RFQ to at least 3 Vendors
 - Open for 7 days



Quantity Purchase Agreement

- Solicited through BID for straight forward items or RFP for more complex commodities
- Over \$50,000 commodity procurement
- Selected Vendor provides goods or services
- Stated unit price
- Specific time frame – usually a year

Invitation to Bid

- Greater than \$75,000.00
- Centralized through Indiana Department of Administration
- Must be open for 14 days
- Lowest bid wins





Request for Service (RFS) Request for Proposal (RFP)

■ Request for Services

- Decentralized
- Professional Services Only
- Issued to specific firms pre-selected by the Agency
- Specifications Document Included
- Procurements greater than \$75,000

■ Request for Proposal

- Centralized
- Used for Goods, General Service or Professional Service
- Opportunity posted on the website and all firms are invited to respond
- For greater than \$75,000.00

Procurement Definitions

- Prime Contractor - Company responsible for the entire contract
- Sub Contractor - Company entering into a contract with a prime contractor to furnish services or supplies toward the contract
- Direct – Paid directly by the State of Indiana
- Indirect – Paid directly by the Prime Contractor
- Sub-contractors can be utilized directly in the project or as a supplier to the project.





Internet Resources

A wealth of information

IDOA - Procurement Division - Microsoft Internet Explorer


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Address <http://www.in.gov/idoa/proc/index.html> Go Links

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STATE of INDIANA
Department of Administration
*"Dedicated to Quality Customer Support
for Agencies Serving our Citizens"*



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Organizational Structure
IDOA Services
Doing Business with the State
State Wide Information
accessIndiana

Procurement Division

The Procurement Division is responsible for setting policy and procedure for purchasing within the State.

- [Bidder Registration](#)
- [State Ethics Policies & Holiday Gifts](#)
- [Current Solicitation Opportunities & Pre-Project Informational Sessions](#)
- [Pre-RFP Information](#)

Start Internet

Calendar - Microso... IDOA - Procurem... Microsoft PowerPoi... Document1 - Micro... 9:22 AM

Bidder Registration and Benefits

- Receive solicitations from the State of Indiana Government
- Listing in the Buy Indiana Directory
- Receive a Registration Number/Bidder ID for Minority/Women/Disadvantaged Certification process
- Maintain your profile to ensure that your contact information and categories of goods and services are current.





Bidder Registration Enrollment Process

- On-line Registration
 - www.buyindiana.in.gov
- Manual Registration
 - Contact Shirley Houston at 317-232-6870
- Problems or Concerns
 - Contact Shirley Houston at 317-232-6870

EMPLOYEE - Microsoft Internet Explorer

FileEditViewFavoritesToolsHelp

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Internet Options

Addresshttps://financial.gmis.in.gov/psp/guest/EMPLOYEE/ERP/c/AUC_BIDDER_REGISTRATION.AUC_REGISTER.GBL

GoLinks

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INDIANA

Bidder Registration

Please enter your information below to become a registered bidder within the system.

Contact Information

*First Name

*Last Name

Company:

Title

*Email ID

Address

*Country:

USA

United States

Address 1:

Address 2:

Address 3:

Address 4:

Done

Start

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Request for Proposal Process

■ Pre-RFP Informational Session

- Opportunity for Prime Contractors and Sub-Contractors to ask questions of the Agency with regard to the details of the proposed business need
- Relationship building time – identify how you bring value to the bid and sell your niche – whether you will be a Prime Contractor or a Sub-Contractor
- Attendee Contact information is available if you are unable to make a session – Contact the Procurement Contact for the Pre-RFP Session.



Solicitation Opportunities Page

This listing last updated Jun/17/2005.

Not all solicitations totaling less than or equal to \$25,000 are listed on this web site.

Click [here](#) to view Department of Administration Public Works Division (DAPW) projects currently bidding.

[State of Indiana Procurement Preferences](#)

Click [here](#) for help searching the index page for a keyword.

Fri, Jun 17 2005 - 11:44 AM EST

Procurement Method	Commodity/Service Description	Addendum	Date Entered	Open Date/Time	Buyer Name and Phone #
QPA	AUTOMOTIVE WIRE ASA6-6-5	1	6/1/2005	6/17/2005 3:00:00 PM	Cindi Atkinson
RFP	Vaccines for Children (VFC) Program RFP_5_28	0	5/12/2005	6/17/2005 3:00:00	James

Internet



Request for Proposal Issued

- After the Pre-RFP Informational Session
 - Request for Proposal is issued
 - Available electronically on the Procurement Website
 - Details of agency specifications and requirements for completing the package are available under the RFP link.

STATE OF INDIANA
REQUEST FOR PROPOSALS
5-38

INDIANA DEPARTMENT OF ADMINISTRATION

AND THE

INDIANA FAMILY AND SOCIAL SERVICES ADMINISTRATION/OFFICE OF MEDICAID POLICY AND PLANNING

Solicitation for:

Enrollment Broker Services

Proposal Due Date: July 29, 2005

CONTENTS OF RFP 5-38

RFP 5-38 consists of the following documents, which may be downloaded from this web site:

- [RFP-5-38](#)
- [Attachment A](#), This is one form: The Minority and Women's Business Enterprise (MWBE) Participation Plan form. A completed version of this document must be included with your response.
- [Attachment B](#), *Sample Contract*.
- [Attachment C](#), *Indiana Economic Impact Form*.
- [Attachment D](#), *Scope of Work*.
- [Attachment E](#), *Indiana Health Coverage Programs Overview*.
- [Attachment F](#), *Cost Proposal*.
- [Attachment G](#), *Corporate Qualifications Reference Questionnaire*.
- [Attachment H](#), *Hoosier Healthwise Mandatory RBMC Map*.
- Questions and Answers about the RFP. The inquiry period for this RFP closes **July 1, 2005**, at 3 p.m. Eastern Standard Time. When the questions and answers are posted, this will be an active link.

Positioning for Success

✓ RESEARCHING

✓ QUESTIONING

✓ MARKETING



Prime Contractor Responsibilities

- MWBE Letter of Acknowledgement
- Minority Participation Plan
 - Construction
 - MBE 6%
 - WBE 6%
 - Professional Services
 - MBE 7%
 - WBE 10%
 - Supplies
 - MBE 3%
 - WBE 3%





Recommendation for Award

- Milestone Calendar
- Prime Contractor is notified and negotiations begin
- Prime Contractor receives awarded contract
- Public Inspection



Monitoring Compliance

- Prime Contractors must honor participation plan or create another plan
- MWBED audits contracts
- Primes in non-compliance face sanctions
- Sanctions range from payment withholding to suspension or revocation of contractor's ability to perform on future state contracts

Keys to Contracting Success

- Build Key Business Relationships
- Market your business to key players in the State Procurement Process
 - State Purchasers
 - State Prime Contractors
- Visit the Procurement Solicitation page on a regular basis
- Designate resources to contract proposal preparation
- Actively participate in networking opportunities
 - Pre-RFP Sessions
 - Business Matchmaking



Website Referrals

- www.in.gov/idoa/proc/index.html
Procurement Website
- www.in.gov/idoa/register
Bidder Registration Website
- www.in.gov/cgi-bin/idoa/cgi-bin/bidad.pl
Solicitation Opportunities Website
- www.idoa.in.gov/minority/
Indiana State Office of Minority and Women's
Business Enterprises
- www.buyindiana.in.gov
Bidder Registration, MWBE Directory, Current
Solicitations



Telephone Referrals

- Bidder Registration

Shirley Houston 317-232-6870

Amy Redding 317-234-0234

- Minority and Women's Business Enterprises Division

Main Number 317-232-3061





Good Luck!